

Great Road Auto, Inc

336 Great Road
Acton, MA 01720

CONTINGENCY PLAN

October 10, 2004

TABLE OF CONTENTS

DISTRIBUTION LIST.....	A
ENVIRONMENTAL POLICY.....	B
CONTINGENCY PLAN	1
I. GENERAL INFORMATION	1
II. PURPOSE AND IMPLEMENTATION OF THE CONTINGENCY PLAN	1
III. EMERGENCY RESPONSE	2
<i>Chain of Command</i>	2
<i>Small Incidents</i>	2
<i>Large Incidents</i>	2
<i>Emergency Response Procedure</i>	3
IV. ROLE OF THE EMERGENCY COORDINATOR	3
<i>Emergency Notification</i>	4
<i>Assessment</i>	4
<i>Evacuation of Local Areas</i>	5
V. PERSONNEL SAFETY REQUIREMENTS	5
VI. EMERGENCY EQUIPMENT	5
VII. FACILITY /TOWN/ REMEDIATION CONSULTANT COORDINATION	6
VIII. EVACUATION PLAN	6
IX. MINIMIZING WASTE AND RISK.....	6
X. CONTROL/CONTAINMENT OF HAZARDOUS SUBSTANCE RELEASE.....	7
XI. SPILL CLEANUP/REMEDATION PROCEDURES	7
<i>Spill Reporting</i>	7
<i>Required Reports</i>	8
XII. FIRE CONTROL PROCEDURES	8
XIII. PREVENTING THE RECURRENCE OR SPREAD OF FIRES, EXPLOSIONS, OR HAZARDOUS MATERIAL RELEASES.....	9
XIV: STORAGE AND HANDLING OF MATERIALS.....	9
<i>Personal Safety</i>	9
<i>Signage and Labeling</i>	10
<i>Release</i>	10
XV: CONTAINER SPILLS AND LEAKS.....	10
XVI: TANK SYSTEM SPILLS AND LEAKS	11
XVII. PERSONNEL TRAINING	11
APPENDIX.....	I
EMERGENCY RESPONSE LIST	I
INTERNAL EMERGENCY NOTIFICATION	II
EXTERNAL EMERGENCY NOTIFICATION	II
SPILL NOTIFICATION - CALL DOWN LIST	III
EMERGENCY RESPONSE CHECKLIST FOR IMMINENT THREATS.....	IV
EMERGENCY EQUIPMENT & EVACUATION PROCEDURES	VI

EMERGENCY REPORTING LOG	VII
RECORD OF CHANGES	VIII

DISTRIBUTION LIST

The following individuals have received a copy of Great Road Auto, Inc Contingency Plan:

Rami Karam, President and Station owner

Acton Board of Health

ENVIRONMENTAL POLICY

The following information is being provided by Great Road Auto, INC in order to supplement local authorities preparedness in reacting to and mitigating emergency situations, which might arise at this location. Although this information will help emergency response personnel and local officials understand some of the equipment, operating procedures, and potential hazards associated with this facility, it does not reduce the reliance placed on local emergency response.

This contingency plan and hazardous materials compliance program provides many of the phone numbers and names of people and/or companies/emergency responders that will be contacted if an emergency situation occurs. Since these names and numbers may change, it will be necessary to update this information periodically. Good communication between this facility and local officials will keep this document current. In addition to the contact lists this package provides facility plans and equipment specifications. However, as facility modifications occur or as operating practices change, it may also be necessary to amend this document.

This contingency plan and the associated emergency response procedures have been developed to ensure the safety of all persons that might be impacted by an incident at the station. An understanding of the plan and familiarity with the response procedures should increase overall safety to citizens and reduce any potential negative impact on the environment.

This facility is interested in maintaining the confidence of the community and recognizes the sensitivities of local residents. To comply with town by-laws, it is understood that the Acton Fire Department will be immediately notified to situations such as spills, leaks, or any situation that poses a threat to public safety or the environment. Additionally, the Board of Health and the Department of Public Works will be notified as soon as possible and within two (2) hours. The emergency contact/notification list and emergency response procedures outlined in the "Call Down" list will be activated if a situation requiring emergency response occurs.

**Rami Karam, President
Great Road Auto, INC**

Date

CONTINGENCY PLAN

I. GENERAL INFORMATION

This contingency plan has been prepared for the Great Road Auto, Inc service station facility located at:

336 Great Road, Acton, MA 01720

This facility is comprised of a single building containing office and two service garage stalls. The property contains three underground gasoline storage tanks, a heating oil tank and a waste oil tank. The facility includes six (6) gasoline pumps for service to the traveling public. Bulk chemical storage will occur within the building and typically includes items such as motor oil, antifreeze, windshield washer fluid, and cleaning agents; waste includes waste oil, oil or gas laden soil or Speedi Dry, used oil filters etc.

The individuals listed on the Emergency Notification List (see Appendix) are responsible for coordinating all emergency response measures and are thoroughly familiar with:

- This Contingency Plan;
- Sunoco Hazardous Waste Management Facility Manual;
- Operations and activities at the facility;
- Location and characteristics of facility wastes;
- Location of all records within the facility; and
- Physical layout of the facility.

II. PURPOSE AND IMPLEMENTATION OF THE CONTINGENCY PLAN

This contingency plan describes the actions that must be taken immediately by Great Road Auto, Inc. personnel in response to fires, explosions, or any unplanned sudden or non-sudden release of hazardous substances or hazardous wastes at the station. The purpose of this plan is to minimize hazards to human health, the environment, and to property when such an emergency event occurs.

The plan lists the names and telephone numbers (office and home) of Great Road Auto, Inc. site emergency coordinators (both primary and alternates) who will be contacted in an emergency to assist emergency response agencies at the company's facilities. (See "Emergency Notification List" in Appendices.) This contingency plan describes arrangements agreed to by Great Road Auto, Inc. and local fire departments, police, hospitals, contractors and state and local emergency response teams to coordinate emergency services.

The plan also contains lists and locations of all hazardous substances and emergency equipment at the facility, including communications, alarm systems, spill control equipment, and evacuation procedures.

This contingency plan outlines emergency action procedures and complies with regulations outlined in the Hazardous Materials Control Bylaw of the Bylaws Town of Acton and the Massachusetts Hazardous Waste Regulations, 310 CMR 30.516.

A copy of the contingency plan is kept in the Service Station office. Additional copies of this plan are distributed to local police and fire departments. The contingency plan will be reviewed and amended, if necessary, whenever:

- it fails in an emergency;
- there are changes in facility design construction, operation, maintenance, or other circumstances that increases the potential for fires, explosions, or releases of hazardous substances or change the response necessary in an emergency;
- identities of emergency coordinators change;
- the list of emergency equipment changes;
- the required annual review of the plan indicates the need for a revision.

The Officers of Great Road Auto, Inc./station operators are responsible for making these changes to the contingency plan and for ensuring that all copies are up-to-date.

III. EMERGENCY RESPONSE

The following approach will effectively control and manage operations during an emergency. It will be implemented for the emergency response activities to all incidents (large and small) that involve hazardous substances.

Chain of Command

The individual in charge of the emergency is the senior official responding to the incident. For incidents in which Great Road Auto, Inc. employees are the responders, the on-site employee in charge will assume the role of Emergency Coordinator. **(Note:** If an outside agency is used for emergency response, that agency's senior official who is responding to the incident will assume control of the incident responsibilities upon arrival at the facility.)

The Emergency Coordinator will make decisions, give directions, and communicate through one central, coordinated point of command.

Small Incidents

For a small incident, the Emergency Coordinator may perform many of the required tasks. There may be little, if any, delegation of tasks to subordinates. The Emergency Coordinator may designate two employees as a backup to provide assistance if needed.

Large Incidents

For a large incident, the Emergency Coordinator will delegate tasks to others in a manner that minimizes the number persons reporting to the Emergency Coordinator.

During a large incident, tasks may be delegated by location at the site or by function as appropriate. Some of the functions that the Incident Commander may want to delegate are: (a) medical services, (b) evacuation, (c) equipment supply, (d) media relations, (e) safety, and (f) site control.

Emergency Response Procedure

Employees Who First Become Aware of Hazardous Substance Emergencies (First Responders) shall initiate the Emergency Response sequence by reporting all hazardous substance releases witnessed or discovered to their Supervisor / Emergency Coordinator.

The Supervisor/Emergency Coordinator shall lead the response effort. **Employees shall be responsible for the following tasks** as directed by the Supervisor/Emergency Coordinator:

1. Report a release to the Response Team Leader.
2. Know the proper PPE for the situation and proper use.
3. Respond to or stopping a release of a hazardous substance.
4. Carry out commands given by the Emergency Coordinator.
5. Do only what is asked; do not carry out any actions without being instructed.
6. Relay information that might be important to the outcome of the response.

IV. ROLE OF THE EMERGENCY COORDINATOR

The Emergency Coordinator has the authority to commit company resources and to contact outside contractors in emergency situations. Should a release, fire, or explosion involving hazardous substances occur at the facility, the Emergency Coordinator will respond and coordinate control of hazardous substance releases, collective emergency actions and assistance to local responding emergency services personnel.

As soon as the Emergency Coordinator is informed of an emergency event, he assesses the situation and determines whether additional emergency response is required. The Emergency Coordinator activates the Site Emergency Response Team, if needed, and contacts external response agencies if additional assistance is required.

The list of Emergency Coordinators is contained in all copies of the contingency plan. It is also posted in the following places:

- next to telephones located near or around exits,
- hazardous substance storage areas,
- office and service bays,
- waste storage areas.

The Emergency Coordinator shall be responsible for the following procedures:

1. Evacuate all unprotected personnel.
2. Give direction to the Site Emergency Response Team.
3. Identify all hazardous substances or conditions present.
4. Implement appropriate emergency operations.
5. Assure that the Personal Protective Equipment (PPE) that has been issued is appropriate for the hazards to be encountered.
6. Limit the number of Emergency Responders at the Emergency Site.
7. Ensure that, where possible, the buddy system is being used in hazardous substance emergency response operations.
8. Have back-up personnel stand by with equipment ready to provide assistance or rescue.

Additionally, the Emergency Coordinator shall:

1. Supply information on safety hazards and levels of protection required for the assisting employees.
2. Be responsible for making sure that all safety procedures are being followed.
3. Alter, suspend, or terminate activities or conditions that he/she judges to be Immediately Dangerous to Life or Health (IDLH).
4. Terminate operations if:
 - Proper procedures are not being followed
 - Proper equipment is not being used
 - Qualified personnel are not being used
5. Know emergency procedures, evacuation routes, and necessary telephone numbers.

Emergency Notification

Whenever there is an emergency situation, the Emergency Coordinator or other company employee must (1) immediately notify facility personnel that emergency actions must be taken, and (2) depending upon the nature of the emergency, contact the external response agencies listed in the Emergency Notification List. (See Tables that follow.) The information noted on the Emergency Report form (see end of Plan) will be provided to the external response agency.

Assessment

The Emergency Coordinator will assess the possible hazards to human health, property and the environment, which may result from the release of hazardous substances, fire, flood or explosion. The following will be considered during an assessment:

- Identity, quantity, source and extent of the release;

- Effects of hazardous surface water runoff from water or chemical agents used to control fire and heat induced explosions;
- Downwind hazard exposure in relation to wind direction; and
- The most expeditious techniques employed promoting containment.

Evacuation of Local Areas

Should evacuation of local areas become necessary or advisable, the Emergency Coordinator will immediately notify (as appropriate):

- Acton Fire Department, 911
- Acton Police Department, 911
- Massachusetts Department of Environmental Protection, (617) 565-3420
- » National Response Center, (800) 424-8802

The Emergency Coordinator will be available on site to assist the appropriate officials in decisions pertaining to evacuation of local areas.

The Emergency Coordinator will ensure that non-emergency personnel do not leave the designated assembly area or return to the scene of the emergency without obtaining permission from designated response personnel.

V. PERSONNEL SAFETY REQUIREMENTS

Only those personnel with documented evidence of receiving the appropriate hazardous substance handling training will be allowed to be involved in remedial activities. Contracted remediation companies will provide Great Road Auto, Inc. with documentation of this training prior to assisting in any cleanup activities (29 CFR 1910.120).

Personal Protective Equipment (PPE) appropriately selected to reduce exposure to hazards will be employed. PPE will include, but is not limited to, use of rubber or chemical-resistant gloves, coveralls or apron, and other protective equipment for use in an emergency.

The appropriate selection of PPE will be the responsibility of the Environmental Coordinator. Great Road Auto, Inc. employees will be involved in the remediation only as directed by the Great Road Auto, Inc. Emergency Coordinator.

Medical surveillance and monitoring will be initiated and periodically checked during all remediation activities.

VI. EMERGENCY EQUIPMENT

All emergency equipment available for use at this Great Road Auto, Inc. facility is described in the Appendix. All equipment that is used during the initial emergency response or in the remediation effort will be checked, cleaned and made fit for its intended use before the facility may resume

operations that may include hazardous substances. The Emergency Coordinator is responsible for verifying this emergency preparedness by arranging for repair and replacement as deemed necessary after inspection. A monthly inspection will be conducted on all emergency equipment.

VII. FACILITY /TOWN/ REMEDIATION CONSULTANT COORDINATION

Prior to implementation of this Contingency Plan, local fire department personnel will tour the facility and be given a briefing by the Emergency Coordinator on the potential hazards of materials stored and handled on site. This briefing will also identify considerations to be made during a response. The following emergency response remediation company has been identified as qualified in the event their services are needed during an emergency:

Cyn Environmental 1-781-341-5108

24 - hours

VIII. EVACUATION PLAN

Whenever an imminent or actual emergency situation arises and a need to evacuate personnel from the facility is determined, the Emergency Coordinator will initiate the following evacuation procedures by voice communication or alarm. Facility personnel have been trained in emergency evacuation action procedures, routes, and reassemble points. Evacuation drills will be held annually.

In an emergency, all persons are to be evacuated from the facility and assembled in the parking lot outside the facility. Managers must account for all personnel. The primary evacuation route is as follows:

Out the nearest door and meet in the parking lot.

The Acton Fire Department (911) must be notified that an evacuation has taken place.

IX. MINIMIZING WASTE AND RISK

Proper hazardous waste management is required by federal, state and local laws and regulations to protect the environment and public safety. The following program shall be followed by Great Road Auto, Inc. personnel.

- Train employees on proper handling of hazardous waste;
 - Act to minimize the amount of waste generated;
 - Be familiar with which wastes are hazardous and which are not; do not mix;
 - Avoid contamination of clean material;
 - Recycle or reuse solvents where feasible;
 - Understand proper labeling procedures for hazardous waste;
 - Inspect waste storage areas regularly for proper storage and possible leaks;¹
- Properly remove hazardous materials via a licensed contractor regularly.

X. CONTROL/CONTAINMENT OF HAZARDOUS SUBSTANCE RELEASE

The following actions will be taken in the event of a release of hazardous waste.

If there is a danger of fire or a danger of incompatible materials reacting to cause a fire or explosion, call Acton Fire Department (911) and notify the Emergency Coordinator.

Verify appropriate personal protective equipment (PPE) with the Emergency Coordinator and if so instructed, stop the source of the leak and contain the spill:

- Shut off pumps;
- Apply "Spedi Dry" and/or dike extensive releases with absorbents, containment apparatus, sand or gravel.

If a tank or drum has leaked, transfer the contents to another, similar construction tank or drum with adequate or comparable capacity. **NOTE:** This should only be done after appropriate safety/health procedures and PPE have been identified and implemented. The Emergency Coordinator will coordinate further remedial activity.

XI. SPILL CLEANUP/REMEDIAL PROCEDURES

In cases where a spill cleanup cannot be accomplished by Great Road Auto, Inc. personnel and/or where extensive materials or equipment are necessary to perform the remediation, the Emergency Coordinator will contact **CYN Environmental** (781) 341-5108 to assist in remedial activities.

Cleanup (remedial activity) will be initiated within 24 hours of discovery and containment, or otherwise in accordance with local and state regulations.

Spill Reporting

Spills of hazardous substances involving reportable quantities will be reported to the appropriate state and federal agencies as soon as possible. It is the responsibility of the Emergency Coordinator to report a spill to the following agencies using the following procedures:

All discharges that pose a potential a threat to the environment will be immediately reported to the following state and federal agencies:

- Acton Fire Department, 911
- Department of Environmental Protection, (617) 565-3420
- National Response Center, (800) 424-8802
- Environmental Protection Agency, (617) 223-7265
- Acton Conservation Commission, if required, (978) 264-9631

A reportable quantity (RQ) is a threshold level of hazardous substances, which, when exceeded in a spill or accidental discharge, trigger reporting requirements. The Town of Acton Hazardous Material Bylaw has established RQ different than the quantity of substances listed in Massachusetts General Law Chapter 2 IE.

Required Reports

Within 15 days after an incident resulting in a reportable quantity release, the Environmental Coordinator will submit a written report to:

Department of Environmental Protection
One Winter Street
Boston, MA 02108
(617) 292-5500

and to:

Environmental Protection Agency
One Congress Street
Boston, MA 02203
(617) 565-3420

XII. FIRE CONTROL PROCEDURES

Any employee who discovers a fire will:

1. Activate the fire alarm system.
2. Notify the Emergency Coordinator.
3. Only attempt to put out the fire if it is safe to do so.
4. Initiate evacuation of the facility, if necessary.

The Emergency Coordinator responding to a fire situation will:

1. Use the Emergency Response Checklist For Imminent Threats (see Appendix) to identify the character, source, amount and the extent of any released materials by record review or chemical analysis. Determine the source and extent of the fire.
2. Stop the flow of materials that may cause the fire to escalate or spread to other areas of the facility. Ensure release of hazardous materials including runoff has been contained or stopped.
3. Prevent the spread or recurrence of fires, explosions, or other hazardous materials releases.
4. Assess hazards to the health and safety of employees and neighboring communities.
5. Notify the local, state, and regional authorities if evacuation of local areas is deemed advisable:
 - ♦ Acton Fire Department, 911
 - ♦ Department of Environmental Protection, (617)565-3420
 - ♦ MWRA, (617) 242-6000
 - ♦ Environmental Protection Agency, (617) 223-7265

- ♦ National Response Center, (800) 424-8802

6. Make his or her presence known to the fire chief or fire supervisor as soon as possible. The Fire Department will be responsible for coordinating the response or any evacuation.
7. Inspect the facility following notification that the facility is "all clear" by the Fire Department. Only after this inspection will employees be allowed to return to the building or work area.
8. Provide for the storage and disposal of recovered waste, contaminated soil, surface water and any other contaminated material that resulted from the fire.
9. Ensure that all emergency equipment listed in the Contingency Plan is cleaned and fit for its intended use, and that no material which is incompatible with the spilled material is stored until clean-up procedures have been completed.
10. Keep a record that states the time, date and details of the incident. Following the recovery, this record will be reviewed and a briefing/report will be provided to all appropriate personnel, and the Contingency Plan will be updated if required.
11. Submit a written report within 15 days, if applicable, to the appropriate state and federal agencies. See the Emergency Notification Section.

XIII. PREVENTING THE RECURRENCE OR SPREAD OF FIRES, EXPLOSIONS, OR HAZARDOUS MATERIAL RELEASES

During an emergency, the Emergency Coordinator takes all reasonable measures necessary to ensure fires, explosions and hazardous material releases do not occur, recur or spread to other hazardous substances or wastes at the facility. These measures will include, but are not limited to, the following:

- Stopping processes and operations (shut off pumps if necessary);
- Collecting and containing released waste;
- Removing or isolating containers;
- Evacuation of specific areas within the facility;
- Discontinuing the transfer of product or waste.

If there is possibility of a fire, extinguishers of the appropriate type will be on standby.

XIV: STORAGE AND HANDLING OF MATERIALS

Personal Safety

Only trained personnel should handle hazardous waste. The following guidelines should be followed:

- Wear long pants, sleeves, gloves and slip resistant shoes or boots when inspecting or entering a hazardous waste storage or use area;
- Visually observe storage areas before entering;
- Don't stack containers in a manner that they could fall or burst;
- Be observant – look for unusual odors or spillage;
- Follow proper response procedures in the event of unusual conditions or emergency.

Signage and Labeling

Waste oil and other hazardous materials storage areas shall be properly labeled as such. Hazardous waste storage areas should be separated and restricted from public access. Waste oil and other hazardous material shall be stored in location(s) that prevent or minimize the possibility that waste materials could enter the soils through cracks or drains. Storage containers shall be maintained in good condition. Leaking containers must be disposed of properly and any contents transferred to a good container. Container labeling should be clearly marked and visible for inspection. Refer to the Sunoco Hazardous Waste Management Facility Manual for additional detail.

Release

Hazardous materials released as a result of a spill, fire or explosion will be collected and stored in appropriately labeled, DOT-approved containers until arrangements are made to ship the material for disposal. Soils, vegetation, debris, and contaminated materials will also be collected and stored for disposal.

The Emergency Coordinator will arrange for the storage and disposal of all released materials. In situations where two or more hazardous materials have been mixed as a result of a release, the Emergency Coordinator will determine the appropriate method for storage and disposal.

The Emergency Coordinator will be aware of, and control the potential introduction of, incompatible hazardous substances as waste materials.

XV: CONTAINER SPILLS AND LEAKS

The storage area will be inspected daily for leaks or spills. Contents of containers found damaged or leaking will be transferred into spare containers and appropriately labeled. Damaged containers will be stored and disposed of in an appropriate manner.

Cleanup of spilled hazardous substances or waste will be initiated within 24 hours of the discovery. All spill cleanup materials and debris will be placed in DOT-approved containers appropriate for the specific material and labeled. In situations where the cleanup cannot be initiated immediately, measures will be taken to stop the spread of the spilled materials.

XVI: TANK SYSTEM SPILLS AND LEAKS

Spills and leaks from tanks will be treated in the same manner as spills or leaks from containers or drums as outlined previously. Should a release occur from a storage tank, the Emergency Coordinator will determine the source, content, and quantity of the release. Where a leak can be isolated to a fitting, valve or other ancillary equipment, flow to the tank will be stopped, and the leaking unit replaced. In order to prevent releases to the environment, all outside storage tanks will be double walled, and will have interstitial monitoring and alarms designed to detect any leakage before it reaches the wall of the outer tank.

Commercial absorbents will be used to clean up all areas where minor leaks or spills have occurred during the loading or unloading process and placed in labeled 55-gallon drums for storage and disposal.

XVII. PERSONNEL TRAINING

Facility personnel are required to undergo a training program directed by the station owners/Emergency Coordinators.

This training program instructs staff on effective response to emergency situations and ensures they are familiar with emergency procedures, emergency equipment and emergency systems such as the:

- Use, inspection, repair and maintenance of facility emergency equipment;
- Logistics for gas and other hazardous material cut-off systems;
- Communication systems;
- Appropriate response to incidents such as fire, explosion or discharge to groundwater;
- Safe shut down of operations.

Staff shall undergo this training prior to beginning work. The station owners/Emergency Coordinator and others in a role of responsibility to respond to an emergency shall be familiar with the Sunoco "Hazardous Waste Management Facility Manual."

APPENDIX

EMERGENCY RESPONSE LIST

In case of emergency contact:

Emergency Coordinator	Home Phone Number	Home Address	Cell / Pager Number
Rami Karam	On site or (978) 270-1455	53 Brooke Street Apt. 45 Acton, MA 01720	(978) 270-1455

In case of an emergency be prepared to give:

- your name,
- name of the company (Great Road Auto, Inc.),
- phone number you are calling from,
- address (336 Great Road, Acton),
- » time and type of accident,
- quantity of material involved,
- extent of any injury and any possible hazards to human health and the environment.

**IN CASE OF AN EMERGENCY TAKE THIS
SHEET WITH YOU TO THE PHONE**

Great Road Auto, Inc.

INTERNAL EMERGENCY NOTIFICATION		
Name	Telephone Number	Role/When to Notify
Rami Karam	CELL/HOME: (978) 270-1455	On-Scene Emergency Coordinator (Primary Contact on Site)
EXTERNAL EMERGENCY NOTIFICATION		
Name of Agency	Telephone Number	When to Notify
Acton Fire Department	911	Q Fire a Need to Evacuate Local Area
Acton Police Department	911	a Bomb Threat a Crime a Need to Evacuate Local Area
Ambulance Services	911	a Injury
Emerson Hospital -Concord	(978) 287-3690	a Injury
CYN Environmental	(781)341-5108	a Hazardous substances spill response, cleanup
Dept. of Environmental Protection (DEP)	(617) 565-3420	o Discharge that Threatens Environment a Spill Above the RQ of Hazardous Substance Q Need to Evacuate Local Area
National Response Center	(800) 424-8802	a Discharge that Threatens Environment a Spill Above the RQ of Hazardous Substance
U.S. Environmental Protection Agency	(617)223-7265	a Discharge that Threatens Environment a Spill Above the RQ of Hazardous Substance
Poison Control Center	(617)232-2120	Q Suspected ingestion or absorption of hazardous substance, poisoning

SPILL NOTIFICATION - CALL DOWN LIST

ACTON

FIRE DEPT*	*EMERGENCY 911
POLICE DEPT	EMERGENCY 911
AMBULANCE	EMERGENCY 911
FIRE DEPT	NON-EMERGENCY (978) 264-9645
POLICE	NON-EMERGENCY (978) 264-9638
BOARD OF HEALTH*	(978) 264-9634*
DEPT OF PUBLIC WORKS**	(978) 964-9624**
CONSERVATION COMMISSION***	(978) 264-9631***

* to be immediately notified of any incident whereby hazardous materials are spilled /leaked/released to the environment and/or public health and safety are threatened.

** to be immediately notified of any incident whereby hazardous materials are spilled/leaked and could enter any drain line, sewer line, water course, or aquifer protection zone.

*** to be notified within 24 hours of any incident whereby hazardous materials are spilled/leaked into resource areas.

COMMONWEALTH OF MASSACHUSETTS

MA DEP (To Report a Spill 24 hours/day)	(617) 556-1133
Toll-Free (24 hours)	(888) 304-1133

FEDERAL

NATIONAL RESPONSE CENTER	(800) 424-8802
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PRIVATE "HAZARDOUS WASTE TRANSPORTER" CONTRACTOR

CYN Environmental	(781) 341-5108
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PRIVATE "CLEAN-UP" CONTRACTOR

CYN Environmental	(781) 341-5108
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FOR SPILL RESPONSE RELATED HEALTH INFORMATION

EMERSON HOSPITAL (EMERGENCY), CONCORD, MA	(978) 287-3690
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EMERGENCY RESPONSE CHECKLIST FOR IMMINENT THREATS

Hazardous Substance Releases	
1. <input type="checkbox"/>	Determine Source: a) Personal Knowledge b) Shipping papers c) Inventory d) Container labels
2. <input type="checkbox"/>	Stop release. Ensure Containment.
3. <input type="checkbox"/>	Determine extent of contamination.
4. <input type="checkbox"/>	Initiate cleanup, decontamination.
5. <input type="checkbox"/>	Containerize recovered material.
6. <input type="checkbox"/>	Label and segregate containers of incompatible materials.
7. <input type="checkbox"/>	Place in storage facility.
8. <input type="checkbox"/>	Verify complete removal and cleanup.

Spills	
1. <input type="checkbox"/>	Determine materials and quantities.
2. <input type="checkbox"/>	Determine fire and breathing hazards.
3. <input type="checkbox"/>	Implement fire procedures if needed.
4. <input type="checkbox"/>	Distribute personal protective equipment if needed.
5. <input type="checkbox"/>	Determine if ample storage capacity exists.
6. <input type="checkbox"/>	Notify spill contractor if needed.
7. <input type="checkbox"/>	Contain liquid.
8. <input type="checkbox"/>	Absorb material with "Speedi Dry" as appropriate.
9. <input type="checkbox"/>	Remove contaminated earth.
10. <input type="checkbox"/>	Containerize and store recovered material.
11. <input type="checkbox"/>	Label and segregate vessels of incompatible hazardous waste.
12. <input type="checkbox"/>	Clean equipment and replace protective clothing.

Fire	
1. <input type="checkbox"/>	Determine extent of fire
2. <input type="checkbox"/>	Determine whether toxic gases are present.
3. <input type="checkbox"/>	Make evacuation decision based upon: a. prevailing winds b. extent of fire involvement c. evolution of toxic gases d. threat to persons and structures
4. <input type="checkbox"/>	Notify Fire Department (911) if needed.
5. <input type="checkbox"/>	Inform fire fighters of any special hazards.
6. <input type="checkbox"/>	Implement spill procedures if necessary.
7. <input type="checkbox"/>	Implement flooding procedures if needed.

Flooding	
1. <input type="checkbox"/>	If town water, determine source and stop flow.
2. <input type="checkbox"/>	If natural waters, stop run-on by diking with earth or "Speedi Dry."
3. <input type="checkbox"/>	Implement spill procedures.

Fumes Emanating from Storage Areas	
1. <input type="checkbox"/>	Evacuate local area/room.
2. <input type="checkbox"/>	Determine fire/breathing hazard.
3. <input type="checkbox"/>	Determine source of gases.
4. <input type="checkbox"/>	If area/room is safe to enter: <ul style="list-style-type: none"> a. Implement fire procedures, if needed. b. Correct problem directly. c. Implement spill or flooding procedures, if needed.
5. <input type="checkbox"/>	If area/room is not safe to enter: <ul style="list-style-type: none"> a. Correct problem indirectly – cut power and water to area, flood area, inject fire-suppressing foam into area
6. <input type="checkbox"/>	Ventilate area to eliminate breathing hazard.
7. <input type="checkbox"/>	Verify facility cleanup and operation.

EMERGENCY EQUIPMENT & EVACUATION PROCEDURES

On site emergency equipment includes:

- Fire Extinguishers – 3 located within the service bays; 1 located in the kiosk
- Fire suppression system at pump islands
- Telephone – located in the office
- Evacuation Plans posted within buildings
- First Aid Kit

Evacuation may be necessary in the event of fire, as well as emergencies such as a bomb threat or accidental release of certain chemicals. Employees who first recognize the need for evacuation will follow the following procedures. A map illustrating evacuation routes follows and shall be displayed within on-site buildings.

FIRE If emergency can be handled in-house, call Supervisor for assistance if necessary.

1. Call 911
2. State nature of emergency
3. State location of emergency
4. Identify yourself.
5. **DO NOT** hang up until told to do so
6. Remain in safe area near the scene until emergency help arrives

EMERGENCY REPORTING LOG

Date of Report:	Time of Report:	Identity and Quantity of Material(s) Involved (in gallons):
Name/Title of Individual Preparing Report:		
Address: 336 Great Road, Acton, MA		
Telephone:		
Facility EPA ID Number: MN7E1E629662		Was Material and any Runoff Contained? Y/N
Location of Incident:		If yes, how?
		If no, describe action plan:
		Clean-up Actions:
Date of Incident:	Time of Incident:	
Type of Incident: (Circle all that apply)		
<i>Fire</i>	<i>Hazardous Substance</i>	<i>Flooding</i>
<i>Property Damage</i>	<i>Bomb Threat</i>	<i>Injury</i>
<i>Other: (describe)</i>		
Briefly describe the incident (facts only). Include information about emergency response or other agencies present at scene.		List Agencies Notified of the Incident. Include Time the Agency was Notified; Person Receiving the Report, and any Comments:
Assessment of Actual or Potential Hazards to Human Health or the Environment: Include potential for downwind hazard to commercial businesses in the area.		
Signature of Report Preparer:		

RECORD OF CHANGES

The following changes have been made to every' copy of the Great Road Auto, Inc. Contingency Plan. It is the responsibility of the person posting the change(s) to ensure that holders of the Contingency Plan noted on the Distribution List have received copies of the change(s).

Change #	Date Posted	Person Posting Change	Reason for Change

ANNUAL TEST

This **Great Road Auto, Inc.** Contingency Plan will be tested on an annual basis, to determine the effectiveness and to insure that it is current. The date of the test will be coordinated with the Acton Fire Department, if required, and will be recorded below by the person responsible for reviewing the plan.

Date of Test **Print Name Of Person Responsible For Test of Plan**